

PESTICIDE EDUCATIONAL RESOURCES COLLABORATIVE

3rd Quarter Report: July 1, 2019 – September 30, 2019

Fourth Operational Year: 1/01/19 – 12/31/19

Cooperative Agreement # X8-83616301
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PERC

Pesticide Educational Resources Collaborative

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PERC’s Goal and Objective

The objective of the Pesticide Educational Resources Collaborative (PERC) is to implement the development, revision, or update of pesticide safety materials and resources that prevent and reduce pesticide risks to humans, communities, and ecosystems through education and outreach targeted toward agricultural workers, pesticide applicators, and others, through partners and stakeholders. This is complementary of the Environmental Protection Agency’s 2018-2022 Strategic Plan, Goal 1 – Core Mission, Objective 1.4: Ensure Safety of Chemicals in the Marketplace. Effectively implement the Toxic Substances Control Act, and the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), to ensure new and existing chemicals and pesticides are reviewed for their potential risks to human health and the environment and actions are taken when necessary.

PERC is a cooperative agreement (#X8-83616301) between the U.S. Environmental Protection Agency’s Office of Pesticide Programs and University of California Davis Extension, in collaboration with Oregon State University.

Submitted to:

U.S. Environmental Protection Agency
Office of Pesticide Programs

Submitted on October 31, 2019

Suzanne Forsyth
PERC Administrator and Co-PI

Program Highlights and Summary

On July 31, 2019 Kaci Buhl spoke about the WPS and PERC resources at the annual statewide meeting of the Oregon Nut Growers. This allowed for collaboration and discussion of both PERC materials and the PERC website.

In Quarter 3, PERC completed four new projects including:

- A mega thumb drive with PERC WPS resources and materials for training available through [NPSEC](#).
- Central Posting [posters](#) in Ilocano.
- An expanded suite of Spanish WPS resources for [workers](#) and [handlers](#), adding 12 new webpages.
- A printable version of PERC's [Bilingual Dictionary](#).

PERC's publications are available on the [PERC website](#) and for print through the National Pesticide Safety Education Center ([NPSEC](#)).

PERC's major activities for Project Year 2019 will be informed and promoted by a diverse Advisory Board (AB) representing key groups of stakeholders from different geographic regions and sectors. The board meets on a monthly basis, every first Thursday of the month. They will represent their constituencies on needs of time-sensitive materials, participate in prioritization, review draft materials produced through the cooperative agreement, and promote finished products in their regions/sectors.

The current Advisory Board lacks representation from the Tribal, Southern, and Pacific Island communities. Suzanne and Kaci will work to identify suitable candidates in 2020 and invite them to apply to the board but will not be expanding the board representation at this time.

The Annual In-person Advisory Board meeting will take place November 5-6, 2019 at the Sheraton Westport Chalet Hotel in St. Louis, Missouri. Matt Lloyd and Lacey Ridenour from EPA will also attend.

PERC Resources Downloaded in Quarter 3 (July through September 2019)

How to Comply Manual (in whole or parts) – English	4,476
WPS Train-the-Trainer Manual (in whole or parts) – English	2,868
WPS Train-the-Trainer Manual (in whole or parts) – Spanish	2,216
Quick Reference Guide – English	1,422
WPS Respiratory Protection Guide - English	1,716
Central Posting Poster – English/Spanish	796
Central Posting Poster – English	596
WPS Pesticide Handler Training PowerPoint – English	304
Quick Reference Guide – Spanish	298
WPS Train-the-Trainer PowerPoint – English	231
WPS Pesticide Handler Training Video – English	156
WPS Ag Worker Training Video – English	206
WPS Ag Worker Training PowerPoint – English	209
Central Posting Poster – Spanish	239
WPS Respiratory Protection Guide – Spanish	222
How to Comply Manual (in whole or parts) – Spanish	277
WPS Agricultural Employer Handbook – English	224
WPS Pesticide Handler Training Video – Spanish	134
WPS Pesticide Handler Training PowerPoint – Spanish	136
WPS Ag Worker Training Video – Spanish	116
WPS Ag Worker Training PowerPoint – Spanish	133
WPS Ag Worker Training Flipchart – Spanish	312
WPS Agricultural Employer Handbook – Spanish	75
WPS Ag Worker Training Flipchart – English/Chinese	589
WPS Train-the-Trainer PowerPoint – Spanish	84
Central Posting Poster - Karen	40
Central Posting Poster – Traditional Chinese	40
Central Posting Poster – English/Haitian Creole	55
Central Posting Poster – Haitian Creole	51
Central Posting Poster - Russian	37
Central Posting Poster – English/Traditional Chinese	30
Central Posting Poster – English/Vietnamese	34
WPS Ag Worker Training Flipchart – English/Russian	51
Central Posting Poster – English/Russian	33
Central Posting Poster - Vietnamese	32
WPS Ag Worker Training Flipchart – English/Vietnamese	49
WPS Ag Worker Training Flipchart- English/Spanish	309

WPS Ag Worker Training Flipchart - English/Haitian-Creole	95
WPS Ag Worker Training Flipchart - English/Tagalog	51
Central Posting Poster – English/Tagalog	56
Central Posting Poster – Tagalog	91
Central Posting Poster – English/Ilocano	9
Central Posting Poster - Ilocano	9

PERC continues to expand the availability of resources by collaborating with NPSEC.

NPSEC Reported Sales for Quarter 3 (July through September 2019)

Central Posting Poster – English	2,348
WPS Respiratory Protection Guide (English)	151
How to Comply Manual (English)	15
Central Posting Poster – Spanish	468
WPS Agricultural Employer Handbook (English)	232
WPS Agricultural Employer Handbook (Spanish)	100
WPS DVD – English	33
WPS DVD – Spanish	33
WPS Respiratory Protection Guide (Spanish)	201
WPS Train the Trainer – English	15
WPS Train the Trainer – Spanish	9
Central Posting Poster – Karen	2
Central Posting Poster – Haitian-Creole	5
Seed Treatment Manual	23
WPS Ag Worker Training Flipchart (Chinese)	0
WPS Ag Worker Training Flipchart (Vietnamese)	1
How to Comply Manual (Spanish)	0
WPS Train the Trainer Online Course – English	120

Objectives and Deliverables

Objective 1: To manage or implement the development, revision and updating of pesticide safety materials to advance the protection of humans, communities, and ecosystems from pesticide illness and injury.

Measure A: Engagement with Stakeholders

Anticipated out-comes for Q3	Actual outcomes	Next quarter
Take advantage of opportunities to engage additional stakeholders.	On July 31, 2019 Kaci Buhl spoke about the WPS and PERC resources at the annual statewide meeting of the Oregon Nut Growers. This allowed for collaboration and discussion of both PERC materials and the PERC website.	Take advantage of opportunities to engage additional stakeholders.
Attend the PACT workshop (up to 8 AB members travel).	Advisory Board members, Jolene Hendrix and Betsy Danielson (formerly Buffington) attended the North Central Region Pesticide Applicator Certification and Training (PACT) Workshop in Duluth, MN from July 22-24.	
Convene Advisory Board meetings in a way that builds community and comradery.	PERC communicated with the 2019 Advisory Board monthly, and the Co-Chairs facilitated introductions, information-sharing, and consideration of diverse perspectives. The July monthly meeting was canceled due to the holiday but resumed on August 1st.	Convene Advisory Board meetings in a way that builds community and comradery.
Convene In-person Advisory Board meeting to facilitate resource needs.	The annual In-person Advisory Board meeting will take place November 5-6, 2019 at the Sheraton Westport Chalet Hotel in St. Louis, Missouri. Matt Lloyd and Lacy Ridenour from EPA who will also be attending the meeting in November.	

Measure B: Approval of Materials

Anticipated out-comes for Q3	Actual outcomes	Next quarter
Evaluate all fast-track proposals within two weeks.	The Advisory Board was not presented with any fast track proposals during Quarter 3.	Evaluate all fast-track proposals within two weeks.

Measure C: Policies/Procedures

Anticipated out-comes for Q3	Actual outcomes	Next quarter
Track the number of new and/or updated PERC policies and procedures.	Implementation of current policies continued. PERC is working with NPSEC to streamline customer service inquiries to be sent directly to NPSEC staff.	Track the number of new and/or updated PERC policies and procedures.

Measure D: Technical and Professional Experts

Anticipated out-comes for Q3	Actual outcomes	Next quarter
Track the number and nature of SMEs and/or production professionals retained through fast-track procedures.	Sandra McDonald continues her assistance with the Non-Soil Fumigation Manual and Exam Bank project. Steve Tomasko who was hired on as a writer for the Non-Soil Fumigation Manual and Exam Bank project, continues to work closely with Sandra McDonald. Spanish translation team members Carmina Hanson and Hector Nunez Contreras have continued the translation and review of the Online Train-the-Trainer course.	Track the number and nature of SMEs and/or production professionals retained through fast-track procedures.
Initiate solicitations for SMEs and/or production professionals.	In August, a call for 2020 project ideas for PERC production/partnerships was proposed to the Advisory Board. The closing date was October 14, 2019. After a project is approved by the Advisory Board, PERC uses a competitive process to select the development team.	

Measure E: Financial Monitoring of Contractors & Sub awardees

Anticipated out-comes for Q3	Actual outcomes	Next quarter
Solicit quarterly and annual summaries from all sub-awards, detailing their accomplishments in Year 4.	Sub-awardee activity for OSU is reflected in all quarterly and annual reports and is included in the 'Other' category. Financial monitoring of OSU expenditures is tracked quarterly upon receipt and review of their invoices.	Solicit quarterly and annual summaries from all sub-awards, detailing their accomplishments in Year 4.

Measure F: Materials Development

Anticipated out-comes for Q3	Actual outcomes	Next quarter
Track the number of new and/or updated (completed) educational resources.	<p>In Quarter 3, PERC completed four new projects including:</p> <ul style="list-style-type: none"> • A mega thumb drive with PERC WPS resources and materials for training available through NPSEC. • Central Posting posters in Ilocano. • An expanded suite of Spanish WPS resources for workers and handlers, adding 12 new webpages. • A printable version of PERC's Bilingual Dictionary. 	Track the number of new and/or updated (completed) educational resources.

Measure G: Planning Time-bound Materials Development

Anticipated out-comes for Q3	Actual outcomes	Next quarter
Track the number of new and/or updated time-bound project plans.	<p>PERC is still inquiring into the translation of the WPS worker and handler training videos into indigenous languages. More on this proposed project will be discussed at the upcoming annual Advisory Board meeting on Nov. 5-6, 2019.</p> <p>The Spanish Online Train-the-Trainer course is currently still in development by the Spanish Translation team.</p> <p>PERC continues to research the creation of industry-specific WPS videos that will utilize much of the existing footage from the first PERC video project. PERC has reached out to a SME (subject matter expert) and hopes to have this SME serve as the lead for this project starting in January 2020.</p> <p>PERC is working with Tom Smith from the NPSEC store to have the Seed Treatment Manual available in eBook form.</p>	Track the number of new and/or updated time-bound project plans.

Objective 2: To enhance the capabilities of partners and stakeholders to develop and implement programs/activities that prevent and reduce pesticide risks to humans, communities, and ecosystems.

Measure A: Materials for Modification & Transfer

Anticipated out-comes for Q3	Actual outcomes	Next quarter
Make modifiable versions of new PERC materials available 100% of the time when produced in Adobe InDesign or the Microsoft Office Suite.	<p>PERC WPS materials are available in a format that can be modified by the individual to fit their particular region's needs.</p> <p>In accordance with PERC policy, PERC C&T materials are available in a format that can be modified but requires a signed agreement from an agency representative prohibiting the file from being shared widely.</p>	Make modifiable versions of new PERC materials available 100% of the time when produced in Adobe InDesign or the Microsoft Office Suite.

Measure B: Inventory of Resources

Anticipated out-comes for Q3	Actual outcomes	Next quarter
Maintain inventory of training resources on the PERC website by adding new items as identified, removing outdated items as requested, and responding to stakeholder needs.	Ongoing management of training resources continues.	Maintain inventory of training resources on the PERC website by adding new items as identified, removing outdated items as requested, and responding to stakeholder needs.

Measure C: PERC Website

Anticipated out-comes for Q3	Actual outcomes	Next quarter
Maintain the PERC website, including the status page (quarterly).	Ongoing management of the PERC website continues.	Maintain the PERC website, including the status page (quarterly).

Measure D: Planning and Reporting

Anticipated out-comes for Q3	Actual outcomes	Next quarter
Submit quarterly reports within 30 days of the close of the quarter.	<p>PERC submitted the second quarterly report for Year 4 within 30 days of the close of the second quarter, which ended on June 30, 2019.</p> <p>The Q2 quarterly report included a summary of expenditures, purchases, and other fiscal activities; a side-by-side comparison of actual accomplishments vs. project accomplishments; proposed timelines/milestones.</p>	Submit quarterly reports within 30 days of the close of the quarter.

Measure E: Capacity Building

Anticipated out-comes for Q3	Actual outcomes	Next quarter
Take advantage of efficient opportunities to engage additional stakeholders.	On July 31, 2019 Kaci Buhl spoke about the WPS and PERC resources at the annual statewide meeting of the Oregon Nut Growers. This allowed for collaboration and discussion of both PERC materials and the PERC website.	Take advantage of efficient opportunities to engage additional stakeholders.
Convene Advisory Board meetings in a way that builds community and comradery.	PERC communicated with the 2019 Advisory Board monthly, and the Co-Chairs facilitated introductions, information-sharing, and consideration of diverse perspectives. The July monthly meeting was canceled due to the holiday but resumed on August 1st.	Convene Advisory Board meetings in a way that builds community and comradery.
Summarize the results of needs assessment activities.	The 2019 In-person Advisory Board meeting will convene a needs-assessment workshop in November to facilitate collaborative prioritization of resource needs.	

Objective 3: To protect humans, communities and ecosystems from illness and injury caused by exposure to pesticides through education and outreach targeted toward agricultural workers, pesticide applicators, handlers, and others.

Measure A: Plain Language and Literacy Levels

Anticipated outcomes for Q3	Actual outcomes	Next quarter
100% of materials should meet goals appropriate for the identified target audience, which may include trainers (12th grade reading level), trained professionals (10th grade reading level), the general public (8th grade reading level) or other types of user groups. Occasionally, the time-sensitive nature of the resource may make reading-level modifications untenable.	Subject Matter Experts (SMEs) continue to work on the translation the Spanish Online Train-the-Trainer course. The Spanish Translation team is using the current course to keep in line with the appropriate reading-levels established by English versions. They are currently reviewing the course to ensure accuracy.	100% of materials should meet goals appropriate for the identified target audience, which may include trainers (12th grade reading level), trained professionals (10th grade reading level), the general public (8th grade reading level) or other types of user groups. Occasionally, the time-sensitive nature of the resource may make reading-level modifications untenable.

Measure B: Formats of Materials

Anticipated out-comes for Q3	Actual outcomes	Next quarter
PERC and its project teams will evaluate the need to duplicate any materials produced, considering the potential need for indoor/outdoor settings, language needs, and/or visual representations. If one of these duplications is large in scope, it would have to be prioritized (green-lighted) by the Advisory Board, and a project plan created.	<p>PERC materials are available in a format that can be modified by the individual to fit their particular region's needs or requirements.</p> <p>Ricardo Davalos from the Florida Department of Agriculture requested that more PERC materials and resources are available in Haitian-Creole. PERC plans to hire appropriate and qualified translators for this upcoming translation projects.</p>	PERC and its project teams will evaluate the need to duplicate any materials produced, considering the potential need for indoor/outdoor settings, language needs, and/or visual representations. If one of these duplications is large in scope, it would have to be prioritized (green-lighted) by the Advisory Board, and a project plan created.

Measure C: Material Format and Availability

Anticipated out-comes for Q3	Actual outcomes	Next quarter
Summarize the items completed by PERC and through PERC collaborations, identifying the method of accessibility for stakeholders.	<p>In Quarter 3, PERC completed four new projects including:</p> <ul style="list-style-type: none"> • A mega thumb drive with PERC WPS resources and materials for training available through NPSEC. • Central Posting posters in Ilocano. • An expanded suite of Spanish WPS resources for workers and handlers, adding 12 new webpages. • A printable version of PERC's Bilingual Dictionary. <p>PERC's publications are available on the PERC website and for print through the National Pesticide Safety Education Center (NPSEC).</p>	Summarize the items completed by PERC and through PERC collaborations, identifying the method of accessibility for stakeholders.

Measure D: Promotion of Materials

Anticipated out-comes for Q3	Actual outcomes	Next quarter
Take advantage of efficient opportunities to engage additional stakeholders.	On July 31, 2019 Kaci Buhl spoke about the WPS and PERC resources at the annual statewide meeting of the Oregon Nut Growers. This allowed for collaboration and discussion of both PERC materials and the PERC website.	Take advantage of efficient opportunities to engage additional stakeholders.
Advisory Board members should present and discuss PERC materials/website as they engage with their respective constituencies.	<p>Craig Anderson shared PERC information and resources at six different trainings across Michigan. These training were held on:</p> <ul style="list-style-type: none"> • July 1 in Dowagiac • July 8 in Sutton Bay • July 12 in Elk Rapids • August 27 in Lansing • September 11 in Sutton Bay • September 24 in Burlington <p>Betsy Danielson (formerly Buffington) held six WPS worker trainings at Iowa State University. These trainings were held on July 7, August 1, August 14, September. 2, September 22, and September 30.</p> <p>On September 17, Melanie Forti presented the WPS flipchart in other languages and other PERC resource materials to the Association of Farmworker Opportunity Programs (AFOP) board. She also invited her network of 252 trainers to provide any ideas for 2020 PERC projects.</p>	Advisory Board members should present and discuss PERC materials/website as they engage with their respective constituencies.
Promote PERC at the PACT workshop.	Advisory Board members Jolene Hendrix and Betsy Danielson shared PERC updates and promotional materials with attendees at the North Central Region PACT workshop in Duluth, MN on July 23.	
Use an email distribution list or lists for individuals interested in WPS materials available through PERC.	Ongoing management of PERC email lists continues. Current subscriptions to the PERC email lists include: percupdates: 303 perc-agemploy: 46 perc-handlers: 33 perc-workers: 19 perc-trainers: 96	Use an email distribution list or lists for individuals interested in WPS materials available through PERC.

Difficulties and Departures

Planning for the video of the non-certified applicators of Restricted Use Pesticides (RUP) has been delayed due to the non-availability of our preferred SME to coordinate this project, Janet Fults. Janet is a UC employee and will return to PERC projects in January 2020. We will soon solicit for a video production specialist using a transparent process.

Sub-Awards, Contracts and Other Agreements

As part of its project proposal, UCDE named Oregon State University as a collaborator and therefore was not required to compete this sub-award further. Dr. Craig Marcus and Kaci Buhl serve as co-PIs. Under Kaci's direction, OSU helped to create publications/documents identified through PERC needs assessments, wrote publications/documents on topics that fell within existing areas of expertise, built, housed and maintained the PERC website, and developed and maintained an inventory of existing pesticide safety materials. The total amount of this sub-award in Project Year 2019 for 1/1/19 through 12/31/19 is \$100,000. The OSU invoice for Q1 was \$30,522.57 and for Q2 was \$38,718.01. We have not yet received OSU's Q3 invoice. The total for Project Year 2019 is not expected to exceed the negotiated \$135,000 amount.

Quarterly Budget Expenditures – Project Year 2019

Table 1 - Quarter 2: July 1, 2019 – September 30, 2019

Project Year 2019	Qtr 3 Actual	Budgeted Annual	% Used of Annual
A. Personnel	\$22,599	\$105,686	21.38%
B. Fringe Benefits	\$7,106	\$48,792	14.56%
C. Travel	\$0	\$9,792	0%
D. Equipment	\$0	\$0	0%
E. Supplies	\$0	\$743	0%
F. Contractual	\$27,054	\$322,015	8.40%
G. Construction	\$0	\$0	0%
H. Other	\$0	\$65,480	0%
H. Other (indirect exempt)	\$38,718	\$116,239	33.31%
Total Direct Costs	\$95,477	\$668,747	14.28%
Total Modified Direct Costs (MTDC)	\$56,759	\$552,506	10.27%
Indirect Costs (based on MTDC)	\$28,380	\$276,253	10.27%
	\$123,857	\$945,000	13.11%

Table 1 reports resources used during the third quarter of Project Year 2019 are \$123,857 representing 13.11% of the annual budget.

Table 2 - Quarters 1-3: January 1, 2019 – September 30, 2019

	Q1	Q2	Q3	Q4	Cumulative	Budgeted Annual	% Used of Annual
Project Year 2019							
A. Personnel	\$34,988	\$37,428	\$22,599		\$95,015	\$105,686	89.90%
B. Benefits	\$12,561	\$15,788	\$7,106		\$35,455	\$48,792	72.67%
C. Travel	\$855	\$2,033	\$0		\$2,888	\$9,792	29.49%
D. Equipment	\$0	\$0	\$0		\$0	\$0	--
E. Supplies	\$388	\$404	\$0		\$743	\$743	106.59%
F. Contractual	\$27,760	\$11,762	\$27,054		\$66,576	\$322,015	20.67%
G. Construction	\$0	\$0	\$0		\$0	\$0	--
H. Other	\$0	\$674	\$0		\$674	\$65,480	1.03%
H. Other (indirect exempt)	\$0	\$30,523	\$38,718		\$69,241	\$116,239	59.57%
Total Direct Costs	\$76,552	\$98,612	\$95,477		\$270,641	\$668,747	40.47%
Total Modified Direct Costs (MTDC)	\$76,552	\$68,090	\$56,759		\$201,401	\$552,506	36.45%
I. Indirect Costs	\$38,277	\$34,045	\$28,380		\$100,702	\$276,253	36.45%
Total Expenses:	\$114,829	\$132,657	\$123,857		\$371,343	\$945,000	39.30%

Table 2 reports the cumulative for Q1 – Q3 is \$371,343 representing approximately 39.30% of the total annual budget of \$945,000. UCDE expects a few remaining Q3 items to post in Q4. These additional direct expenses will be reflected in the next quarterly report.